

GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY

319 TAYLOR STREET
GRAND LEDGE MI 48837
(517) 622-5256

MINUTES – REGULAR MEETING
WEDNESDAY, MARCH 14, 2012
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
200 E. JEFFERSON ST.

I & II. ROLL CALL - Bruce MacDowell called the meeting to order at 6:00 p.m.

Present: Terrance Augustine, David Jonas, Keith Mulder, Christine Carter, Rachel Paxton-Schroeder, and Ben Cwayna.

Absent: Bob Brown, Melanie May, Mayor Kalmin Smith, Jason Barclay, Karl Glarner, and Chris Fata.

Also Present: Economic Development Director Mark Sullivan, Assistant City Administrator Amee King.

III. PLEDGE OF ALLEGIANCE -

IV. AUDIENCE PARTICIPATION - None

V. APPROVAL OF REGULAR AGENDA - Mr. Sullivan requested to add under IX. Old Business, 1. Opera House and under X. New Business, 2. Child Care Centers in the Central Business District. Mr. Cwayna made a motion to approve the agenda as amended. Mr. Augustine supported the motion. Motion carries 7 to 0.

VI. APPROVAL OF MINUTES - Ms. Augustine made a motion to approve the minutes of the February 8, 2012 meeting as presented. Mr. Mulder supported the motion. Motion carries 7 to 0.

VII. TREASURERS REPORT -

1. Payment of bills - Mr. Sullivan reviewed the bills to be paid. A Consumers Energy bill should have been included for \$72.98. The final payment to Sandborn is complete, which included a change order for the work done at Preston's. Mr. Mulder made a motion to approve the bills as amended (adding \$72.98). Ms. Carter supported the motion. Motion carries 6 to 0. Mr. Cwayna abstained.

2. Bills that the Board Approves - Mr. Sullivan reviewed what bills are approved for payment by the Board. There are multiple internal bills from the Department of Public Service that are handled via journal entries. The Board actually sees only a portion of the bills to be paid each month. Ms. Carter requested Mr. Sullivan to add in a column on the expenditure report to show what was paid the previous month.

3. Financial Statement - Mr. Sullivan reviewed the financial statement. There were legal fees and professional services that were not anticipated. Mr. Augustine asked for a comparison in snow plowing from last year. Mr. Sullivan will bring it to the next meeting.

4. Budget for FY2013 - Mr. Sullivan indicated he presented the budget last month. \$50,000 has been added into the Transfer to Grant Fund line item for construction of the Jaycee Park Boat Ramp. There are no proceeds from the Madison Street House sale included in the budget. Mr. Mulder made a motion to approve the budget as presented. Mr. Cwayna seconded the budget. A roll call vote was taken. Motion carries 7 to 0.

Keith Mulder - yes

Terrance Augustine - yes

Bruce MacDowell - yes

Dave Jonas - yes

Ben Cwayna - yes

Rachel Paxton-Schroeder - yes

Christine Carter - yes

VIII. Committee Reports

Arts Council - There were no members present that were at the last meeting. Ms. King updated the Board on the last meeting. The Arts Council continues to work on the Music in the Park series acquiring funding. The Council is forming a sub committee to look into grant funds that are available. The next meeting will be April 16th at 5:00 p.m. The Council will hold a meeting in May and invite input from the community.

Landscape Committee - Mr. Sullivan reported that the Landscape Committee met to discuss the flower pot planting and maintenance along with general maintenance. The Committee recommended obtaining a price from MGM, which if in line with last years cost, would then recommend a contract to the Board. The Committee felt it was important to keep as much maintenance as possible with one vendor. Since this meeting another individual, Bob Mackey, had come into City Hall asking to be put on a bid list for the pots. Mr. Mackey indicated he would like to see Grand Ledge similar to the plantings in Cadillac where they have large hanging baskets that are shaped liked balls. Mr. Sullivan contact Mr. Mackey who will put a bid together. There was discussion regarding if we are getting more than one bid, should we open it up to other bidders and to also ensure we are getting bids for the same project. There was also discussion regarding giving authority to the Landscape Committee to approve the bids with possible limited dollar amount to spend. Mr. Sullivan indicated he will obtain a bid from Dible Glasser as well and ensure they are all similar. Rachel Paxton-Schroeder volunteered to serve on the Landscape Committee. Ms. Paxton-Schroeder made a motion to give the Landscape Committee authority to approve a contract for the planting/maintenance of the flower pots. Mr. Cwayna supported the motion. A roll call vote was taken.

Keith Mulder - yes

Dave Jonas - yes

Rachel Paxton-Schroeder - yes

Terrance Augustine - yes

Ben Cwayna - yes

Christine Carter - yes

Bruce MacDowell - yes

IX. Old Business -

1. Opera House - Mr. Sullivan indicated he had spoken with Ms. Melanie May who works at the Opera House. The rain that we had the other day did not cause any problems around the area that was recently renovated. There is a still a small problem with wash outs at the brick pavers in the back of the property, however, we're not certain who's responsibility that would be. Staff will watch this situation and report back to the Board if additional work needs to be completed.

X. New Business -

1. Contract for Planting and Maintaining Flowerpots - This item was covered previously.

2. Child Care Centers in Central Business District - The Planning Commission has been approached by some downtown business owners about amending the Zoning Ordinance to allow child care centers in the CBD, Central Business District. They are not currently allowed in CBD. The reason that they are not permitted is the CBD is primarily intended for customer oriented businesses such as retail, restaurant and office uses. The Planning Commission has asked for an opinion from the DDA as to whether child care centers should be permitted in the CBD before proceeding any further with this matter. Mr. Pantera went to the Planning Commission asking about this issue. Mr. Pantera would like to purchase the Koroniotis building at 104 E. Scott Street, which is in the CBD, and put a day care center in it. After discussion it was the consensus of the Board to request Mr. Sullivan compose a letter to Ms. Stachowiak and the Planning Commission conveying the there is no conceptual disagreement to having a child care center in the CBD. The Board feels it would be helpful to parents who work downtown and it would be helpful to bring increased traffic to the downtown area. The Board would also like to be involved with the dialog regarding amending the zoning ordnance and drafting any requirements that would be in place. Lastly, the board wanted to thank the Planning Commission for requesting the DDA's opinion.

XI. Directors Comments - Mr. Sullivan sent letters to Park and Recreation Commission along with the Planning Commission indicating who is going to serve on the joint Committee. Mr. Sullivan further indicated that the Christmas Lighting Committee should get together in early summer to make plans for this years Christmas Lights. The 2011/12 season was the last one on the current contract.

Members Comments -

- XII. ADJOURN** - Mr. Carter made a motion to adjourn at 7:03 p.m.. Mr. Mulder supported the motion. Motion carries 7 to 0.

Minutes recorded and transcribed by Amee King

Robert Brown, Secretary

Date Minutes Approved